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REGULATION

PERSONNEL  
15 July 1955

FURNISHING OF OR PAYMENT FOR  
UNIFORMS

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1. GENERAL

This regulation prescribes Agency policy for authorizing the furnishing of, or payment for uniforms to be worn by any Agency employee or group of employees.

2. POLICY

Civilian personnel who are assigned to duties [redacted] which necessitate the wearing of a uniform may be furnished uniforms at a cost not exceeding \$100 per annum or receive payment of an annual allowance not exceeding \$100 for the acquisition of uniforms.

3. DEFINITIONS

Operating Officials as used in the following paragraphs shall mean Chiefs of Senior Staffs and Area Divisions under jurisdiction of the Deputy Director (Plans); Assistant Directors under jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, and Directors under the jurisdiction of the Deputy Director (Support).

4. SPECIFIC PROVISIONS

- a. Each Operating Official shall review all regulations, memorandums, written and oral orders, etc., issued by his office which require that a uniform be worn by any of his employees or group of employees.

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- b. If after such review, it is determined that the wearing of a uniform by any group of employees is necessary and is to be henceforth required, the Operating Official shall initiate a memorandum to the Deputy Director (Support) for his approval. A separate memorandum shall be submitted on each group of employees subject to the same uniform requirements. Such memorandums shall set forth the justification for the wearing of a uniform and whether the best interests of the Agency will be served by furnishing uniforms or by paying uniform allowances. In making such determination he shall consider, with respect to the alternatives, the comparative cost to the government, including administrative expenses; and the comparative advantages to employees.

#### 5. FURNISHING OF UNIFORMS

If an Operating Official recommends the furnishing of uniforms to any employee, he shall further state in the memorandum the proposed standards to be established governing initial issuances and subsequent replacements. Such standards shall indicate the quantity of each article of prescribed clothing to be issued initially to each employee and methods of replacement. Standards for initial issuances shall be based on a determination of the reasonable uniform requirements of employees, subject to the limitation that the total cost of uniforms issued to an employee shall not exceed \$100 per annum.

6. Initial authorization to permit or require the wearing of a uniform or part thereof, carries with it continuing obligation in respect to replacement, given reasonable care of such property by the employee.

#### 7. CONTROL OF UNIFORMS

All uniforms purchased by the Agency for issuance to employees shall remain the property of the Government, and shall be turned in by employees who no longer require them for official duty. All uniforms will be issued on a Memorandum Receipt signed by the employee.

#### 8. PAYMENT OF UNIFORM ALLOWANCES

If an Operating Official recommends that a uniform allowance be paid to an employee or group of employees, he shall state in his memorandum to the Deputy Director (Support) the prescribed uniform to be worn by any group of employees, and recommend an annual allowance of a definite sum, not exceeding \$100, to each eligible employee. Prices on which such cost estimates are based shall be reviewed annually by the Operating Official and recommendations made for adjustment of allowances as necessary to reflect changes.

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